

Boughton Aluph & Eastwell Parish Council risk register draft May 26					
Subject	Risk(s) identified	Impact	Likelihood	Management/control of Risk	Review/Assess/Revise
	1=low, 2=medium, 3=high				
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	3	1	Budget set annually, Reporting of expenditure at monthly meetings, including against budget. Council advised via monthly finance report when precept monies are received.	As per adopted standing orders.
Financial Records	Inadequate records and irregularities	3	1	The Council has reviewed and adopted standing orders & financial regulations.	Review the standing orders & financial regulations when necessary/ advised by KALC. New model financial regulations issued May 2024 to be considered in 2024/2025 year.
Bank and banking	Inadequate checks	2	1	Only authorised payments made, two to authorise. (both cheques & online).	As per adopted standing orders (SO) and financial regulations (FR)
Bank and banking	Bank mistakes	1	1	Monthly bank reconciliation presented to Council	As per adopted standing orders (SO) and financial regulations (FR)
Reporting and auditing	Information communication	1	1	Audit undertaken by external auditor to ensure all checks in place	As per adopted standing orders
Grants and support payable	Ineligible grants made	1	1	Expenditure goes through the required Council process of approval, is minuted and recorded accordingly.	As per adopted standing orders

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Best value accountability	Work awarded incorrectly.	2	1	As per standing orders & financial regulations increasing levels of oversight and minuted decision at Parish Council meeting.	As per adopted standing orders
Best value accountability	Overspend on services.	1	2	Expenditure monitored and reported to Cllrs.	Monthly
Salaries and associated costs	Salaries paid incorrectly	2	1	External payroll company run payroll and standing order mandate checked.	As per adopted standing orders
Employees	Incorrect payments made by staff	2	1	Covered by Insurance & checking/reporting procedures in place.	As per adopted standing orders.
Employees	Health and safety/ wellbeing	1	1	Annual appraisal and regular meetings with Chair.	
Councillors	Unauthorised financial (or other) activity	2	1	All financial activity or contracts decided at full council. One person to set up, two further (different) to authorise.	As per adopted standing orders (SO) and financial regulations (FR)
Annual Return	Not submitted within time limits	2	1	Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	As per adopted standing orders
Legal Powers	Unauthorised activity or payments	2	1	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings. Advice taken from KALC where there is any doubt regarding ability to support the activity.	As per adopted standing orders

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Minutes/agendas	Accuracy and legality	1	1	Minutes are produced by the Clerk. Minutes are approved and signed at the next Council meeting. Business conducted at Council meetings is managed by the Chair or Vice Chair (in case of absence).	As per adopted standing orders
Notices	Accuracy and legality	1	1	Agenda displayed & posted online according to legal requirements.	
Members' interests	Conflict of interests	1	1	Declarations of interest by members at Council meetings. Civility & Respect Pledge signed March 2023	As per adopted standing orders
Members' interests	Register of members interests	1	1	Register of member's interests forms reviewed regularly.	Members to take responsibility to notify changes.
Insurance	Adequacy	3	1	An annual review is undertaken of all insurance arrangements by clerk and reported to the Parish Council including quotes and level of cover.	As per adopted standing orders
Insurance	Cost	1	1	Insurance reviewed annually. Range of quotes obtained from broker.	
Data protection	Policy provision	1	1	Satswana Ltd. appointed to role of Data Protection Officer, provide updates and can act as advisor as required.	Assess provision & effectiveness.
Freedom of Information	Policy	1	1	The Council has a FOI policy & guidelines	Monitor any requests made under FOI
Freedom of Information/ Subject Access	Time taken to deal impacting other work	2	1	The Parish Council is aware that if a substantial request came in it could additional hours of work.	Contact ICO as needed.

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Inability to meet (national emergency legislation/ COVID)	Inability to function in ordinary fashion.	1	1	Delegated responsibility scheme has been updated to include non contentious planning delegation where required. Virtual meeting subscription included in Zoho subscription if legislation allows.	Annually
Assets	Loss or damage	1	1	An annual review of assets is undertaken for insurance provision.	As per adopted standing orders Storage unit checked, including asset check.
Assets	Risk/damage to third party	1	2	Insurance & risk assessments as required for activities.	
Maintenance	Poor performance of assets or amenities	1	1	All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured. Maintenance contracts being secured as appropriate for assets.	As per adopted standing orders
Meeting locations	Adequacy of function, safety and access.	1	1	The Parish Council meeting is held in venues considered to have appropriate facilities for the Clerk, members and the general public, including access.	As per adopted standing orders
Meeting locations	Health & Safety including COVID risk	1	1	Adherence to national government policy. Risk assess activities & venues. NALC & SLCC specific advice.	

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Council records	Loss through theft, fire damage, corruption of computer or system compromise	3	2	The Parish Council principal electronic records are stored on the Council laptop. Back-ups of electronic data is made at regular intervals both to drive & cloud system. Essential records have paper copies	Existing procedures considered sufficient.
Village Green	Risks to third party, property or individuals (village green).	2	2	Refer to lease document to Cricket Club if during use. PC insured independently for general public use	
Village Green	New Cricket Pavilion (construction phase) liabilities arising from physical or financial failure.	2	1	Close liaison with Cricket Club & Costplan surveyors as they oversee construction. Legal & specialist advice provision in budget. Advice to be taken should need arise <i>& specifically lease/licence review due to passage of time.</i>	During project
Compliance with employment law	Non compliance causing business disruption & costs	3	1	Use of payroll agency. Advice & updates made available through membership of SLCC and KALC .Clerk member of ULCS (Union arm of SLCC)	
Local Government Reorganisation	Additional costs from devolved responsibilities	2	2	Careful assessment of any proposals including long term costs and provision from other authorities. Keeping updated from KALC and authorities.	As reorganisation develops.
Local Government Reorganisation	Time taken to deal impacting other work	2	3	Consideration of time in planning. Prioritisation of work or overtime as required.	As reorganisation develops.

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Local Government Reorganisation	Disruption to partner organisations and services	2	2	Building in to timeline of associated work.	As reorganisation develops.